

ADDITION - PERMIT INSTRUCTIONS

An application for a building permit for any and all additions, including conversions of garages & carports, shall include ALL of the following:

1. A completed Permit Application for Municipalities of Dade County
2. A completed General Affidavit (the Affidavit may be recorded against the deed to the property)
3. A completed Owner/Builder Affidavit (if applicable)
4. Two copies of the survey of the property
5. Two full sets of plans signed and sealed by an Architect or Structural Engineer which shall include the following:
 - a. Site plan showing improvement area
 - b. Floor plan of **entire house** and proposed improvement area
 - c. Elevation drawings and finished floor elevations
 - d. Two copies of all applicable product approvals
 - e. NAME OF DRAFTSMAN OR ARCHITECT AND PHONE NUMBER
 - f. Wall sections, structural design, electrical, plumbing, mechanical, fire protection, and roof framing plans. If any of these specialty plans are missing from the original submittal, a building permit will not be issued.

After review by the Building Department, the application will be either approved or denied. If approved, the applicant will be notified to obtain the permit(s). If denied, the applicant will be notified and will have 60 days in which to address the issued raised, or the application will become null and void.

STATE OF FLORIDA)
) SS
COUNTY OF DADE)

1. THE AFFIANT is the owner of the property legally known as and located at:

3. THE AFFIANT further agrees and stipulates that the new structure will be

5. THE AFFIANT further agrees and stipulates that within twenty-four (24) hours after notification by the City of North Miami, a zoning official of the City, if so deemed, will be permitted to inspect the property and allowed admittance to the interior of the premises to determine if any violations of the building and zoning codes exist thereon. If any violations exist, the City will take the necessary action as prescribed by the said codes.

(Owner's signature)

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally Known [] or
Produced I.D. []

Type of I.D. Produced:

PREPARED BY: JOANNE MARTIN

PERMIT APPLICATION FOR MUNICIPALITIES OF DADE COUNTY (NORTH MIAMI)

Date _____ Job Address _____ Tax Folio _____
Legal Description _____ Master Permit # _____
Owner _____ Tenant _____
Owner's Address _____ Day-Time Phone _____
Contracting Co. _____ Address _____
Qualifier _____ SS# _____ - _____ - _____ Phone _____
State # _____ Competency # _____ Ins. Co. _____
Architect/Engineer _____ Address _____
Bonding Company _____ Address _____
Mortgagor _____ Address _____

Permit Type: ROOFING BUILDING ELECTRICAL PLUMBING MECHANICAL PAVING
 FENCE SIGN DOCK PAINT SHED POOL

Application is hereby made for a permit to do work & installation as indicated. I understand that separate permits are required for Electrical, Plumbing, Signs, Pools, Roofing, & Mechanical work.

WORK DESCRIPTION: Circle One of the following: COMMERCIAL RESIDENTIAL

Square Ft. _____ Estimated Cost _____

WARNING TO OWNER: YOU MUST RECORD A **NOTICE OF COMMENCEMENT** AND YOUR FAILURE TO DO SO MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING THE NOTICE. **A BACKFLOW PREVENTION DEVICE PERMIT AND CERTIFICATION TEST** MAY BE REQUIRED IN ACCORDANCE WITH ORDINANCE #825. CALL THE PUBLIC WORKS DEPT. AT (305) 787-1001 OR VISIT THEIR OFFICE AT 1815 NE 150 ST.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate, and that all work will be done in compliance with all applicable laws regulating construction and zoning. Furthermore, I authorize the above-named contractor to do the work stated.

Signature of Property Owner or Condo President

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS
____ DAY OF _____, 200____.

Signature of NOTARY to Onwer/Condo President

(Print, Type, or Stamp Commissioned Name)

Personally Known _____ or Produced I.D. _____

Type of I.D. produced _____

FEE _____ Zoning _____ Building _____ Electrical _____

_____ Mechanical _____ Plumbing _____ Engineering _____

Signature of Contractor

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS
____ DAY OF _____, 200____.

Signature of NOTARY to Contractor

(Print, Type, or Stamp Commissioned Name)

Personally Known _____ or Produced I.D. _____

Type of I.D. produced _____

THIS APPLICATION IS VALID FOR 90 DAYS FROM DATE RECEIVED. APPLICATION AND ALL ATTACHMENTS WILL BE DESTROYED AFTER THAT DATE IF PERMIT IS NOT ISSUED.

STATE OF FLORIDA)
) SS:
COUNTY OF MIAMI-DADE)

who, being by me first duly sworn, deposes and says that he is qualified to do, and he will do the

himself, or with the assistance of a qualified person or persons, on the building or premises located at:

The undersigned also affirms that he is the owner of the property at the above address, and that the work done is for his own use and occupancy only, and not intended for resale, and that this work will conform to the requirements of the Florida Building Code and the Ordinances of the City of North Miami. The responsibilities normally assumed by the licensed Contractor are hereby assumed by the undersigned. (Proper insurance must be maintained for workmen's compensation.)

Administered Oath []

Sworn to and subscribed before me this _____ day of _____, 20____.

Personally Known [] or
Produced I.D. []

Type of I.D. Produced:

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$25,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

OWNER-BUILDER AFFIDAVIT

DATE: _____

FROM: _____

License # _____

TO: City of North Miami
12400 NE 8 Avenue
North Miami, FL 33161
ATTN: Mr. John Jackson

Sir:

This letter will confirm that we shall not employ any workers on the following listed project other than myself and properly licensed and insured subcontractors.

Project Description: _____

Project Location: _____

North Miami, FL _____

ZIP

Signature

ADMINISTERED OATH

SWORN TO & SUBSCRIBED BEFORE ME THIS ____ DAY OF _____, 200____.

Signature of NOTARY

Print, Type, or Stamp Commissioned Name

Personally Known _____ or Produced I.D. _____

Type of I.D. produced _____